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Minimum Qualification Specifications  
for the Class:

BOATING SAFETY EDUCATION SPECIALIST  
(BOATING SAFETY EDN SPCLT)

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Basic education/training methods and techniques; methods and techniques in the development of curricula and training aids; public speaking; research methods and techniques; and report writing.

Ability to: Plan, develop and coordinate informational and educational programs and activities; develop informational and educational materials and training aids; compile and organize information; communicate both orally and in writing; read, comprehend and interpret various written material; and establish and maintain effective working relationships with others.

**Basic Education Requirement:**

Bachelor's degree from an accredited four (4) year college or university.

Excess work experience as described below or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis for the required education. To be acceptable, the experience must have been of such scope, level and quality as to ensure the possession of comparable knowledge, skills and abilities.

The basic education or experience background must demonstrate the ability to write clearly and comprehensively such materials as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: One (1) year of progressively responsible professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, identify problems and alternative solutions, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Training/Education Experience: One and one-half (1-1/2) years of professional work experience which involved responsible participation in a program of training or education as an instructor, or other comparable professional position; or work experience in a staff position associated with the administrative or managerial process of such a program. Such experience must have involved and demonstrated knowledge of basic education or training methods and techniques, and the ability to communicate effectively, orally and in writing, including speaking before groups.

**Substitutions Allowed:**

1. Possession of a master's degree or thirty (30) graduate semester credits or its equivalent from an accredited college or university may be substituted for the one (1) year of the General Experience.
2. A bachelor's degree in education or professional diploma in education from an accredited college or university may be substituted for one-half (1/2) year of the required Training/Education Experience.
3. Possession of a master's or Ph.D. degree in education from an accredited college or university which provided knowledge of education and training methods and techniques may be substituted for the one (1) year of General Experience or one-half (1/2) year of the Training/Education Experience.

4. A full-time teaching internship of at least one semester which involved developing educational lesson plans, providing instruction to students, assessing students' progress and modifying educational plans to address level of students' progress may be substituted for additional Training/Education Experience on the basis of one semester of full-time post-baccalaureate internship for one-half (1/2) year of Training/Education Experience, provided that such experience involved and demonstrated knowledge of education and training methods and techniques.
5. Excess Training/Education Experience may be substituted for the General Experience on a month-for-month basis.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted; speak in an audible and distinct manner before groups and

individuals; and hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

**Desirable Qualifications:**

Work experience in a boating safety program; and personal experience in boating recreation activities.

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This is the first minimum qualification specification for the new class, BOATING SAFETY EDUCATION SPECIALIST (BOATING SAFETY EDN SPCLT).

DATE APPROVED: \_\_\_\_\_  
JAMES H. TAKUSHI  
Director of Human Resources Development